

August 14, 2012



**Tullahoma Municipal Airport Authority**

807 William Northern Boulevard  
P.O. Box 1581  
Tullahoma, TN 37388

**Meeting Attendance  
August 14, 2012**

**Members Present**

<input type="checkbox"/>	John Miller, Chairman
<input checked="" type="checkbox"/>	Sharon Tinkler
<input checked="" type="checkbox"/>	Dennis Hyde
<input checked="" type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Sam Crimm
<input checked="" type="checkbox"/>	Steve Worsham

**Other Officials Present**

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Alderman Mike Norris
<input checked="" type="checkbox"/>	Wayne Thomas, Tullahoma News

**Regular Meeting Minutes  
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**Visitors** – Chuck Armstrong (Public Comments).

**Note:** Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the July 10 meeting and July 17 work session were approved as written.**
- 3. Public Comments** – Chuck Armstrong reported that one of his employees recently completed FAA Part 145 repair station certification.

**4. Treasurer's Report** – Karla Smith reported that the financial statements were not ready prior to the meeting. Jon Glass asked Pat Williams to include the status of AVGAS and Vanderbilt UDAG loans to all future Financial reports.

**5. Jon Glass presented the Airport Manager Report:**

### ***CURRENT PROJECTS***

**Terminal Building** – P&M security removed one OTS security camera from terminal. It will be replaced under warranty. The AC unit at LifeFlight was OTS on 8/2/12. Stroops responded within 6 hours and repaired it.

**36 and 24 Threshold Markings** – We are on the TAD schedule to have this work completed in November of 2012.

**Parish/City/TAA Agreement** – Jeremy Bell, Frank Van Cleave and John Parish will meet and discuss this issue when Mr. Parish returns to town next month.

**TAD Airport Inspection** – Paul Perry with TAD should be here in the next 30 to 60 days to complete the annual inspection.

**XP Services Ramp Expansion Project** – The local share and signed grant have been returned to TAD. The permit and \$1,000 fee have been sent to TDEC for processing. TAA will receive a 90% reimbursement on the TDEC fee.

**Runway 6/24 Approach Lighting** – This project will be bid with the South taxiway light project to save costs.

**NW Airfield Utility Project** – Jody Baltz has received a signed grant for this project. Jon Glass attended meetings with Jody Baltz and Daryl Brady the past month regarding road access for the area and making the area a State certified industrial park.

**FY 12 Maintenance Contract** – The final \$6,934.26 reimbursement was submitted to TAD on July 25, 2012.

**North Hangar Roof Leak** – The signed grant was received from TAD on 8/14/12. Bid package and request for bids are ready to be advertised.

**South Taxiway Light Repair** – The signed grant was received from TAD on 8/14/12.

**Taxiway Drainage Repair** – Payment of \$88,910 has been made to Broom Construction. The remaining \$28,260 in TAA funds is being held for retainage. The Beckwith's and Dr. Flandro have responded that they are satisfied with the repair work. Bill Stuart submitted the hangar damage on his personal Insurance policy releasing Broom Construction. **A**

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**motion was made and approved** to make the final payment of \$28,260.00 to Broom Construction.

**Ramp Repair** – The grant amount is \$300,000 with 90/10 funding. Local share funding will come from TAD refund on previous projects. As of 8/8/12 we have received \$29,200 in refunds on previous projects with another \$9,503.47 owed to us. The signed grant from TAD was returned to us on 5/4/12. Jon Glass reported that the final refund was received on 8/13/12 however it was for \$25,073.48. **A motion was made and approved** to deposit \$9,503.47 into the TAA regular checking account and the remaining \$15,570.01 into the TAA account for automated payments. The Aeronautics Division will also request that TDOT conduct an audit of this refund amount to determine if it was correct.

**Cargo Aircraft** – A monthly log of cargo aircraft is being kept and is provided for Board member review.

**TN Aeronautics Division** – The Conference is scheduled for August 23 – 24 this year.

**Airport Sign** – Dream Tulahoma Committee is working with Jacobs to update and upgrade the Airport sign on Jackson Street adjacent to KFC.

### **FUEL SALES**

Fuel sales for the month of July were 11,882.3 gallons. Last July a total of 12,797.0 gallons were sold. Buy prices for fuel have increased the past 3 weeks and continue to rise. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

<b>July 2012</b>	<b>AVGAS</b>	<b>AVGAS SS</b>	<b>Total</b>
<b>Gallons</b>	1,353.8	1,918.8	<b>3,272.6</b>
<b>Flow Fee</b>	\$135.38	\$191.88	<b>\$327.26</b>
<b>Pump Fee</b>	\$676.90	\$575.64	<b>\$1,252.54</b>

<b>July 2012</b>	<b>Jet</b>	<b>Jet Based VLF Discount</b>	<b>Jet Based Misc. Discount</b>	<b>Jet Transient Discount</b>	<b>Total</b>
<b>Gallons</b>	1,040.5	1,847.7	1,451.5	4,270	<b>8,609.7</b>
<b>Pump Fee</b>	\$1,040.50	\$1,108.62	\$1,306.35	\$3,583.00	<b>\$7,038.47</b>
<b>Truck Fee</b>	\$104.05	\$184.77	\$145.15	\$427.00	<b>\$860.97</b>
<b>Flow Fee</b>	\$104.05	\$184.77	\$145.15	\$427.00	<b>\$860.97</b>

Total AVGAS & Jet Gallons = 11,882.3

Total Flow Fee = \$1,188.23

Total Jet Truck Fee = \$860.97

Total Pump Fee = \$8,291.01  
 Total Employment Cost = \$2,422.50  
**Jet Truck Fee Minus Rental = +\$260.97**  
**Pump Fee Minus Employment Cost = +\$5,868.51**

### ***FUEL PRICES***

<b>8/8/12</b>	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$5.34		\$5.14			\$5.72
AVGAS FS	\$5.59	\$4.99	\$5.14	\$5.10	\$5.90	\$5.92
Jet	\$4.89	\$4.14	\$5.08	\$4.95	\$4.50	\$4.93

### ***AIRPORT FUEL SALES***

<b>DATE</b>	<b>FUEL SOLD (gallons)</b>
<b>July 2011</b>	12,797.0
<b>July 2010</b>	7,142.4
<b>July 2009</b>	9,004.7
<b>July 2008</b>	7,033.5
<b>July 2007</b>	6,896.9

### ***July 2012 OPERATIONS***

Single Engine Based	314
Multi Engine Based	28
Jet or Tuboprop Based	184
Single Engine Transient	168
Multi Engine Transient	28
Jet or Turboprop Transient	126
Military	38
Total	886

### ***MAINTENANCE/NAVAID PROBLEMS***

**SDF** – OTS entire month. We have not received any positive or negative comments regarding the SDF as of 8/9/12.

**NDB** – OTS for 2 weeks. Don Hall will repair the week of August 13.

**VOR** – No problems or outages for July 2012.

**AWOS** – No problems or outages for July 2012.

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**Veeder Root Fuel System** – Working properly.

**RUNWAY AND TAXIWAY LIGHTS** – No problems or outages for July 2012.

**REILS AND PAPI** – Bill Beggs has repaired the REIL's for 24 but Don Hall has not received them as of 8/9/12.

### ***HANGAR RENT/INSURANCE***

**OVERDUE RENT** – A log of every hangar payment received since 1/1/12 is included for Board member review.

**EXPIRED INSURANCE CERTIFICATE** –  
**OTHER** –

***AIRPORT MARKETING/PRESENTATIONS*** – None for July 2012.

***SUGGESTION BOX*** – Received a comment from Greg Heatherly with UTSI regarding an AVGAS fuel discount program. Board members discussed several ideas for a discount program for based AVGAS customers. **A motion was made and approved** to offer a 10 cent discount for based AVGAS customers that purchase 500 gallons in a month. This 10 cent discount would apply to fuel purchased the following month.

## **6. Old Business:**

- A. Disabled Twin Beech Status** – Board members discussed the status of the Aircraft. Jon Glass reported that an aircraft salvage company and recycling company had been contacted to dispose of the Aircraft and were not interested. **A motion was made and approved** to move the aircraft out of sight behind some trees in the same general area where it is presently located.
- B. Vanderbilt Helo Ops/Beckwith Hangar Update** – Jim Apple reported that the meeting between the Beckwith's, Vandy LifeFlight and the Nashville Flight Standards District Office was held 8/13/12. He advised the Board the meeting went extremely well and the helicopter operations were no longer an issue.

## **7. New Business:**

- A. Air Race Fuel Discounts** – Sharon Tinkler reported that about 18 to 20 aircraft would participate in the Air Race and the course was laid out. Participants will be encouraged to purchase fuel with Shell cards to receive a discount on AVGAS during the event.
- B. NW Area Taxiway Repair & Lighting Project Request Approval** – **A motion was made and approved** to submit the 95/5 funded \$548,337.00 to TAD for consideration.

C. **Personnel Actions Request Approval** – Jon Glass presented a revision for the Executive Director job description and a new job description for a Senior Services Specialist position. He recommended that the pay be increased from \$10.00 to \$12.00 per hour for the Senior Services Specialist position. **A motion was made and approved** to accept the Senior Services job description and pay increase. **A motion was made and approved** to accept the revised Executive Director job description and change the name to Airport Manager.

D. **Chris Rounds Lease Agreement Approval (S118)** – Jon Glass reported that this Lease agreement was previously approved by the Board. Mr. Rounds advised that he would like to add a 720 square foot lean-to on the north side of the hangar. **A motion was made and approved** for the revised Lease agreement.

E. **SDF Decommission & Removal Approval** – Jon Glass reported that no positive or negative written comments were received regarding the SDF over the past 45 days. **A motion was made and approved** to decommission the SDF.

F. **Jim Miller Hangar Modification Approval (S101)** – Jim Miller requested permission to add an interior office space to his hangar. **A motion was made and approved** on his hangar modification request.

8. **Alderman Norris Comments** – Alderman Norris reported that the NW area of the Airport becoming a State Certified Industrial park would be a tremendous asset for the Airport and City of Tullahoma. He provided an update on the status of the USDA loan program that would be distributed by the Tullahoma Utility Board. Jon Glass will work on a draft hangar layout plan of 10 T-hangars and rental rates for TAA consideration.

9. **Meeting was adjourned at 6:05 pm.**

Submitted on 8/15/2012

<Original Signed>

Jon Glass  
TAA, Airport Manager

Minutes approved during the \_\_\_\_\_ meeting